

Internal/External Posting  
**STATE OF MONTANA JOB VACANCY**

**DEPARTMENT OF CORRECTIONS**  
***An Equal Opportunity Employer***

April 28, 2008

<b>Job Title:</b>	Managed Care Registered Nurse	<b>Position No.:</b>	64139107
<b>Division:</b>	Health Planning and Information Services	<b>Bargaining Unit:</b>	Na
<b>Location:</b>	Helena	<b>Supplement:</b>	Yes
<b>Status:</b>	Permanent/Full-Time	<b>Shift:</b>	To be determined
<b>Salary:</b>	\$20.35 – \$25.44 <b>DOE</b>	<b>Band:</b>	6

**Benefits:** State employees working at least halftime are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employee's retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**Application Deadline:** Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311  
P.O. Box 201301  
1539 11th Ave.,  
Helena, MT 59620-1301

**fax to** (406)444-4551

**email to** [hrcen@mt.gov](mailto:hrcen@mt.gov)

**No later than 5:00 p.m. May 12, 2008.**

Application materials are available on the web at [www.cor.mt.gov](http://www.cor.mt.gov). Try our NEW on-line application process at this link.

**Special Information:**

Flexible irregular working hours to accommodate short deadlines for project/case completion. Contact with offenders and families to resolve concerns about health care. 10% travel throughout the state to work with Health Services staff at various correctional facilities are required.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

**Equal Employment Opportunity Employer:** The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

## **Typical Duties:**

### **Case Management-Management Care**

- Develops and maintains a system, policies and procedures for targeting inmates for community release when that can be accomplished within the guidelines of the department's mission. This duty requires an extensive knowledge of medical conditions and potential complications, necessary levels of care for serious conditions, standards of care and prognosis indicators.
- Identifies inmates in the adult male and female facilities who could be more appropriately placed in the community due to their physical and/or mental health conditions by analyzing inmate medical records/history, discussion with staff and community health care providers and interviews with inmates.
- Develops case/parole plans which include linking inmates to community resources as may be needed, and ensuring smooth transition through follow-up with home health agencies, mental health providers, probation and parole officers, transportation providers and other resources as may be required in individual cases.
- Develops relationships with various human service providers throughout the state of Montana in order to meet a multitude of varying needs of offenders needing community placements, assisted living, or mental health assistance by keeping a current inventory of services available in each community.
- Conducts site visits of facilities to visit inmates and determine their levels of recovery/functioning for case planning, and to review the quality/type of care necessary to maximize recovery in the various communities.
- Ensures inmates transitioning to communities leave the facilities with no less than a two week supply of needed medications.
- Examines, evaluates, and interprets a variety of factual and anecdotal information to make clinical judgments concerning placement of adult and juvenile offenders.
- Monitor the inmate admissions and lengths of stay in hospitals and rehabilitation programs to ensure the appropriate length of stay is provided, with knowledge of what level of medical care each department facility/program can accommodate on site. Analyzes reason for admission by reviewing medical records and care and by discussing diagnosis with physician to ensure admission is appropriate.
- Interacts with the department's managed care contractor concerning decisions of extended/recertification of hospital length of stay and/or early discharge plans.
- Works with department information technology staff to develop a tracking system to ensure appropriate follow-up of cases. Maintains system and utilizes information to determine the success of offenders placed with transition support/services by examining the effectiveness of services arranged prior to discharge.
- Follows cases in the community for a minimum of two weeks to ensure transition is successful at that point in time.
- Staffs cases based on medical records and verbal information, to determine, within scope of practice as a managed care nurse, whether various procedures should be approved, denied or referred to the Medical Review Panel. This is done by using through knowledge of medical/surgical conditions and complications, managed care guidelines, necessary levels of care, reimbursement guidelines, standards of care and expertise in medical records/retrospective review.

### Cost Containment & Budget Management

- Using knowledge of Medicare, Medicaid, Social Security Income, Social Security Disability Income, Veteran's Benefits and private pay, will ensure that these resources are sought and secured for transitioning offenders back into society when feasible.
- Develops and maintains a system for tracking and evaluating the impact of case management for those cases identified and managed by utilizing an extensive knowledge of debilitating medical/surgical conditions and complications, principles of rehabilitation and cost analysis of available community resources.
- Makes day-to-day management decisions concerning short and long range planning which impact committing millions of dollars in tax payer dollars for inmate health care.

### Healthcare Contract Liaison

- Arranges meetings with the department's major health service contractors for the purpose of providing a forum for open discussion of issues; sets agenda and selects participants which may include the director, warden(s), administrators, fiscal managers, etc.
- Position administers the "Corrections Medical Program" contract between the department and the third party administrator. This contract assists the department by utilizing their specialized claims administration systems, providing access to their member physician network, certifying appropriateness of hospital admissions and length of stay. It provides the cornerstone to the department's managed care system.
- Maintains frequent liaison contact with their key personnel to ensure the department's access to its full array of administrative and technical support services are on-going and enhanced where necessary, and to achieve optimum support and commitment to partnering with the department in carrying out correction's medical reform in a cost effective manner. Utilization reports and effectiveness of cost containment efforts are reviewed quarterly between the department and the claims administration liaison.
- Administratively directs health services contracting including funding, and oversees and monitors contract implementation and performance at each service site. This is accomplished by consulting with and advising administrators, superintendents and wardens concerning entering into public/private partnership contracts which would achieve efficiencies to health service delivery and be compatible with the department's managed care initiatives.
- Coordinates efforts with the Department of Public Health and Human Services, and communicates with various staff at that agency to ensure current knowledge of programs and resources.

### Knowledge, Skills, and Abilities

- Comprehensive knowledge of appropriate levels of care for medical/surgical conditions, managed care guidelines, reimbursement rates, criteria for particular levels of care and utilization review.
- Ability to evaluate physical and mental status of inmates from medical records and information from providers of medical services and determine appropriate placements based on that information.
- Knowledge of adult health care standards/needs and juvenile standards/needs.
- Ability to deduce interrelationships among diverse kinds of information; to assess hypothetical situations and impacts; and to consolidate a unified strategy in response to numerous health and correctional policy issues and concerns.
- Knowledge includes standards of care, Blue Cross/Blue Shield cost reimbursement guidelines, cost analysis between levels of care, Medicare and Medicaid guidelines and Social Security Disability/Social Security Income eligibility.
- Thorough knowledge of medical/surgical conditions and complications, managed care guidelines, necessary levels of care, reimbursement guidelines, standards of care and expertise in medical records/retrospective

review.

- Knowledge of Medicaid, Indian Health, Workers Compensation, Social Security and Veteran's benefits, to ensure these resources are sought and secured for prerelease or transitioning inmates wherever feasible.
- Knowledge of Blue Cross Blue Shield reimbursement and medical policy guidelines is preferred.

### **Competencies:**

**COMMITMENT TO A PROFESSION:** Maintains a level of knowledge to remain current; desires and actively seeks continuous learning in a profession.

**CUSTOMER ORIENTATION:** Creates an atmosphere in which timely and high quality information flows smoothly between self and customer. Encourages open, honest and constructive expression of ideas and opinions. Demonstrates active listening skills.

**PERSUASION:** Negotiates with, convinces, or influences others to take a course of action which might not otherwise be taken in order to achieve a specific result.

**SPEAKING EFFECTIVELY:** Expresses and presents thoughts and ideas clearly, succinctly, and in an understandable manner individually and in a group.

**WRITING EFFECTIVELY:** Expresses and presents information and ideas in writing that is clear, succinct and understandable. Adjusts the language, writing style and terminology used to meet the need and level of understanding of the reader. Utilizes knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

**DECISION MAKING:** Independently takes action and responsibility for solving problems. Makes decisions designed to achieve desired outcomes. Challenges the status quo by taking calculated actions in complex, ambiguous, contentious or hazardous situations to force an issue or set a direction.

### **Education and Experience:**

The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a combination of education and experience. Must be a **licensed** registered nurse by the state of Montana with 3 to 4 years job-related work experience with a minimum of two years in a specialized area of managed care, which is demonstrated by a comprehensive knowledge of appropriate levels of care for medical/surgical conditions, managed care guidelines, reimbursement rates, criteria for particular levels of care and utilization review; and, a minimum of five (5) years experience as a registered nurse is preferred

### **THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT**

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana or Department of Corrections Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the Veteran's or Persons with Disabilities Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH\*\*.** (See attached sheet.)
4. Supplemental Question Answers.

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

## SUPPLEMENTAL QUESTIONS

<b>Job Title:</b>	Managed Care Registered Nurse	<b>Position Number:</b>	39107
<b>Application Deadline:</b>	May 12, 2008	<b>Department:</b>	Corrections

**Instructions:** Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper. Each response should be clear and concise. Please put your name and the position for which you are applying on each sheet. This supplement is reviewed separately from the state application. It is part of the applicant evaluation process.

1. What is your concept of the phrase “managed care” and give some examples in the past where you have worked in this area of health care.
2. What reference materials would you expect to use in this position?
3. This position requires you to make medical decisions such as approving or denying a medical service for an inmate. How would you address a situation where a pre-authorization was requested and little or no information was provided with which to make a decision?

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

<b>Applicant's Name:</b>	
<b>Other names Used:</b> (i.e.: maiden name, previous married names)	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	
<b>List of states where you have resided:</b>	

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_\_ No \_\_\_\_\_ Yes      Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_